**August 2017**

**RE: Application for Duty Scheme Assistant**

Dear Applicant,

Thank you for your interest in applying for the post of Duty Scheme Assistant at the Asylum Support Appeals Project (ASAP).

This information pack contains the following information:

• Background information about the post

• Job Description

• Person Specification

The post is full time Monday – Friday, 35hours per week based at our East London Office, the post holder will be expected to start work at 9am. The salary is £23,804 including inner London weighting, ASAP contributes 5% to your pension and offers benefits such as child care vouchers and a season ticket loan scheme.

You can find further information about ASAP’s work from our annual reports available on our website at www.asaproject.org.uk

**The closing date for applications is Monday 11th September 2017**

**Interviews will take place Wednesday 20th September 2017**

Please email completed applications to hazel@asaproject.org.uk and [Lilly@asaproject.org.uk](mailto:Lilly@asaproject.org.uk) with the header PRIVATE AND CONFIDENTIAL or post them marked “private and confidential” to Hazel Williams, ASAP, Studio 11&12, Container City Building, 48 Trinity Buoy Wharf, London, E14 OFN

If you would like to have an informal conversation about the post, please contact Hazel or Lilly on 020 3716 0284 (ex 208)

Yours sincerely

Hazel

Director

**1. About ASAP**

ASAP is a small national charity working in the area of asylum support law. Our aim is to reduce destitution of asylum seekers in the UK by defending their legal rights to food and shelter. We do this by running a duty scheme at the Asylum Support Tribunal in Docklands, through training, an advice line, and policy work such as producing research reports and lobbying. Since its official launch in June 2005, ASAP has developed an entirely new approach to many of the issues surrounding housing and welfare support for asylum seekers using our legal expertise and evidence-based policy and lobbying work.

Currently, ASAP employs the following staff;

- Director

- Solicitor

- Duty Scheme Co-ordinator and Legal Advisor

- Duty Scheme Assistant

- Finance and Operations Officer

- Legal Researcher and Adviser

- Women’s Legal Adviser

- Training Co-ordinator and Legal Advisor

- Training Administrator

- Legal Advisor (temporary)

We are also supported by roughly 35 solicitors and barristers who assist us with our Duty Scheme as Volunteer Advocates.

**2. Purpose of the post**

We are looking to recruit a crucial member of the ASAP team. The Duty Scheme Assistant plays a vital role in supporting the Duty Scheme Co-ordinator to run the duty scheme effectively. The ASAP duty scheme is made up of roughly 35 solicitors and barristers who provide free advice and representation to destitute asylum seekers at the Asylum Support Tribunal in East London. This role requires the post holder to assist the duty scheme coordinator in the administration of the duty scheme, ensuring volunteer advocates are rota’d in to represent, filing case files and processing agency referrals to the scheme.

As well as working with our Duty scheme the post holder will ensure our office at the Tribunal is regularly maintained and support the legal team in the organising of our annual destitution and network events.

**JOB DESCRIPTION**

**Post: Duty Scheme Assistant**

**Responsible To: Duty Scheme Co-ordinator**

**Salary: NJC scale 5 starting at £23,804 includes inner London weighting**

**Full time 35 hours per week**

**Based at ASAP’s East London Offices**

**Purpose of the Post**

* To provide administrative support to the duty scheme
* Ensure ASAP’s office at the Tribunal is regularly maintained
* Assist the Duty Scheme Co-ordinator with the administration of ASAP’s destitution event and network meetings.

**JOB DESCRIPTION**

1. **Substantive work**

**Duty Scheme Support**

1. Set the Duty Scheme rota on a quarterly basis and ensure where possible cover for each day.
2. Assist with the administration of duty scheme case files including data base entry, filing and archiving and reporting inconsistencies to the solicitor.
3. File appeal decisions and forward these to Duty Scheme Advocates.
4. Assist the Duty Scheme Co-ordinator with inputting and updating daily appeal hearing log.
5. Regular maintenance of ASAP’s office at the Tribunal including collection of client documents, updating legal resources, stocking duty scheme forms and food and ensuring the office is tidy.
6. Provide administrative support to Duty Scheme Advocates ensuring they have access to case bundles at the Tribunal as required.
7. Processing and soliciting agency referrals to the duty scheme, including liaising with referral agencies to ensure the correct documents are submitted for the appeal. .
8. Assist the Duty Scheme Coordinator in gathering client feedback at the Tribunal
9. Assist with the administrative tasks related to organising duty scheme advocates training and assessments
10. Explain the Asylum Support Tribunal procedures to referring agencies.
11. **Other**
12. Assist with the administrative running of ASAP’s destitution event and network meetings including minute taking.
13. Assist with training and supporting ASAP’s office volunteers including providing oversight of their data base entry.
14. **General**
15. All work carried out will be in the best interest of asylum-seekers and refugees and in accordance with Equal Opportunities and Diversity Policy
16. Attend and actively participate in team meetings and ASAP events
17. Attend professional development training as required.
18. It will be expected that any worker will be available to work some evenings and occasional weekends (for which Time Off in Lieu will be given).
19. It will be expected that all workers will uphold the ethos and protect the good name of the ASAP, working in line with ASAP policies and procedures
20. To carry out activities as directed by the Duty Scheme Co-ordinator

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Skills, Experience and Knowledge** | Experience of administration including filing, archiving, data base entry and minute taking  Ability to use excel  Experience of organizing events and meetings  Experience of effectively communicating over the phone  A commitment to asylum/ human rights/social justice issues | Knowledge and/or experience of asylum support appeals  Experience of supporting volunteers  Understanding of the pressures affecting services giving destitution advice |
| **General Work Skills** | Demonstrable ability to work in a small team in a cooperative, flexible and supportive manner  Ability to manage own time by prioritising tasks and meeting competing deadlines.  Ability to complete tasks to a high standard |  |
| **Working Arrangements** | Willingness and ability to work occasionally outside office core hours, including occasional weekends |  |
| **Equal Opportunities** | Understanding, awareness of and commitment to the principles and practice of equal opportunities and diversity |  |